



SENIOR SUPPORT SERVICES ASSOCIATE I

Are you interested in state retirement, excellent work hours, health insurance and continued education opportunities? Join our team.

The Anderson County Health Department is currently recruiting for a Full-Time Senior Support Services Associate I - Clinical. General functions of this position include, but are not limited to: registering patients, scheduling appointments, assembling patient medical records, answering multi-line phone system and collections of patient fees.

Minimum Education, Training, and Experience Requirements: High School Diploma or GED and one (1) year of moderately difficult business or public administrative experience in a medical, hospital or administrative office environment using electronic office equipment and professional software. Additional education (college, vocational school, etc) in business education or a medically related field may substitute for the required experience on a year for year basis. Minimum salary for this position is \$8.40 an hour up to \$10.28 an hour based on prior work experience.

Applications for either position may be obtained at www.achdonline.org or at the Anderson County Health Department, 208 South Main St, Lawrenceburg, KY 40342 and returned to that same address along with a copy of college transcripts by close of business on April 30, 2010. EOE.